

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES  
AND CHILD/FAMILY/SCHOOL PARTNERSHIPS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

---

O: Child and Adult Care Food Program (CACFP) Sponsors – **Adult Centers**

FROM: Maureen B. Staggenborg, Acting Bureau Chief

DATE: April 6, 2004

SUBJECT: Operational Memorandum #11A-04  
**CACFP Annual Training Session-Adult Centers**

Enclosed is the announcement for the Child and Adult Care Food Program (CACFP) Annual Training Session for adult care centers. The session will be held on **Tuesday, May 18, 2004** from 12:30 p.m. until 3:30 p.m. at the Connecticut Association of Adult Care Centers building in Meriden. The training will be conducted in the afternoon of the Adult Day Care Association monthly meeting. As you are aware, attendance is mandatory.

The training this year will focus on review of operational requirements in CACFP. This will be delivered in an interactive format. The issues that will be covered emerged from findings observed in administrative reviews conducted by agency personnel. Program updates will also be provided including utilization of the CACFP web site.

Sharing of ideas and best practices is encouraged. Time is included to facilitate this discussion. If there are specific issues that you would like addressed, please include on the registration form.  
**Registration forms must be mailed or faxed no later than May 10, 2004.**

If there are any questions about this information, contact Susan Boyle at 860-807-2074, or Benedict Onye at 860-807-2080.

MBS:crt  
Om# 11A-04 (04-06-04)

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS

**ANNUAL TRAINING SESSION  
CHILD AND ADULT CARE FOOD PROGRAM ADULT CENTER SPONSORS**

**Date, Place & Time**

**Tuesday, May 18, 2004 - 12:30 p.m. – 3:30 p.m.  
(following the ADC Association monthly meeting)**

Connecticut Association of Adult Day Care Centers  
300 Research Parkway, Meriden, CT 06450

**AGENDA**

- |       |   |      |   |
|-------|---|------|---|
| 12:30 | - | 1:00 | <b>WELCOME, INTRODUCTION, PROGRAM UPDATE</b> <ul style="list-style-type: none"><li>■ SDE Organizational Structure</li><li>■ Web Update</li></ul>                              |
| 1:00  | - | 1:15 | <b>CIVIL RIGHTS</b>   |
| 1:15  | - | 2:30 | <b>INTERACTIVE REVIEW OF OPERATIONAL ISSUES</b> <ul style="list-style-type: none"><li>■ Meal Service Requirements</li><li>■ Income Eligibility</li><li>■ Attendance</li></ul> |
| 2:30  | - | 3:00 | <b>SHARING OF IDEAS / BEST PRACTICES</b>  |
| 3:00  | - | 3:30 | <b>FINAL Q&amp;A, WRAP UP</b>   |



**CACFP**  
*Building for  
the Future*

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## CHILD AND ADULT CARE FOOD PROGRAM Adult Centers Annual Training 2004 Registration

**Date:** Tuesday, May 18, 2004

**Time:** 12:30 p.m. – 3:30 p.m. (following the ADC  
Association monthly meeting)

**Place:** Connecticut Association of Adult Day Care  
Centers  
300 Research Parkway  
Meriden, CT 06450

---

Complete and return this form by: Monday, May 10, 2004

Only one registrant per form: Make copies as needed.

---

Sponsor/Organization Name

---

Name *(please print clearly)*

---

Position/Title

---

Phone *(including area code)*

---

Fax *(including area code)*

---

Email Address *(please print clearly)*

Suggested questions/topics to be addressed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail or fax registration form to:**

Susan Boyle or Benedict Onye  
Connecticut State Department of Education  
Bureau of Health and Nutrition Services  
and Child/Family/School Partnerships  
25 Industrial Park Road  
Middletown, CT 06457  
Phone: (860) 807-2074 or 807-2080  
Fax: (860) 807-2127

